

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Subject: Storm Filter Inspection & Maintenance	Revised: 9/27/19
Purpose: To ensure proper inspection and maintenance is performed	

Responsible Party/ies: Stormwater Field Operations Supervisor

Performance Frequency: Every six months the Storm Filter will be cleaned per manufacturer standards.

Documentation: Storm Filter Inspection Report and Storm Filter Maintenance Report (both attached). Completed reports will be kept on file in Division's records and a copy emailed to envmgt@roanokeva.gov.

Training: The Stormwater Field Operations Supervisor will cover this SOP with all newly hired and/or temporary personnel within their first 60-days of employment if their duties and responsibilities include the maintenance or inspection of the storm filter.

Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.

Procedure:

1. **Every six months:** Stormwater staff shall inspect, clean and maintain the Storm Filter per the manufacturer standards.
2. Complete the Storm Filter Inspection Report form, follow the fields to guide the inspection and record the necessary information.
3. If maintenance is needed, complete the Storm Filter Maintenance Report form to guide the inspection and record the necessary information.
4. Return the completed Report Form(s) to the Stormwater Division office. Scan and e-mail a copy of the completed form(s) to Environmental Management at: envmgt@roanokeva.gov.

Trainee Name: _____ **Signature:** _____

Date Trained: _____

Send completed form to Environmental Management at: envmgt@roanokeva.gov.

Annual Storm Filter Inspection Report Log

Storm Filter Inspection Report

Date: _____ Inspector: _____

Location: _____ System Size: _____

System Type: Vault ____ Cast-In-Place ____ Linear Catch Basin ____ Manhole ____ Other ____

Sediment Thickness in Forebay: _____

Sediment Depth on Vault Floor: _____

Structural Damage: _____

Estimated Flow from Drainage Pipes (if available): _____

Cartridges Submerged: Yes ☐ No ☐ Depth of Standing Water: _____

Storm Filter Maintenance Activities (check off if done and give description)

☐ Trash and Debris Removal: _____

☐ Minor Structural Repairs: _____

☐ Drainage Area Report: _____

Excessive Oil Loading: Yes ____ No ____ Source: _____

Sediment Accumulation on Pavement: Yes ____ No ____ Source: _____

Erosion of Landscaped Areas: Yes ____ No ____ Source: _____

Items Needing Further Work: _____

Owners should contact the Storm Water Division (853-5900) and inquire about how the department disposes of their street waste residuals.

Other Comments:

Send completed form to Environmental Management at: envmgmt@roanokeva.gov.

Storm Filter Maintenance Report

Date: _____ Inspector: _____

Location: _____ System Size: _____

System Type: Vault ____ Cast-In-Place ____ Linear Catch Basin ____ Manhole ____ Other _____

List Safety Procedures and Equipment Used: _____

System Observations:

Months in Service: _____

Oil in Forebay (if present): Yes ____ No ____

Sediment Depth in Forebay (if present): _____

Sediment Depth on Vault Floor: _____

Structural Damage: _____

Drainage Area Report

Excessive Oil Loading: Yes ____ No ____ Source: _____

Sediment Accumulation on Pavement: Yes ____ No ____ Source: _____

Erosion of Landscaped Areas: Yes ____ No ____ Source: _____

Storm Filter Cartridge Replacement Maintenance Activities

Remove Trash and Debris: Yes ____ No ____ Details: _____

Replace Cartridges: Yes ____ No ____ Details: _____

Sediment Removed: Yes ____ No ____ Details: _____

Quantity of Sediment Removed (estimate?): _____

Minor Structural Repairs: Yes ____ No ____ Details: _____

Residual (debris, sediment) Disposal Methods and Comments:
